



**LAS VEGAS MUNICIPAL COURT
COMMUNITY SERVICE/WORK PROGRAM
CONDITIONS OF PROGRAM PARTICIPATION**

To successfully complete the Community Service/ Work Program component of my sentencing I must comply with the conditions as set forth below. My previous criminal history may make me ineligible to work at a particular worksite(s).

Failure to comply may result in an appearance before the Court, a Bench Warrant being issued for my arrest resulting in being deactivated from the program and/or other sanctions as outlined below:

1. _____ I will perform the number of hours ordered by the Court for each of my case(s) **at the worksite assigned by court staff.**
2. _____ I am responsible for paying the **\$35** program fee and any other Court fines or fees as ordered by the Judge. A \$35 fee will be imposed for each new case(s) added to the Work Program or Community Service.
3. _____ I understand there will be a \$0.50 cent per page fee for a lost or duplicate Timesheet or Specification Sheet or any other requested document.
4. _____ To comply, I must:
 - a. Perform a minimum of 40 hours of work **per month** at the assigned work site at the current minimum wage rate (currently \$8.25 per hour) **or**;
 - b. Pay a minimum of \$100.00 **each month** when less than 40 hours has been worked
5. _____ I understand failure to comply with the work or pay requirements will result in one or more of the sanctions listed below:
 - a. I may be required to work additional hours and/or pay a higher minimum payment by the next court date
 - b. I may incur additional fees
 - c. I may be removed from the work program and be required to pay the balance due on or before my next court date
 - d. I may be ordered to appear before a Judge for a non-compliance hearing
6. _____ I am responsible for tracking amount of hours worked, hours remaining and due date(s). I may do so by either visiting the Court Website at www.lasvegasnevada.gov/Government/municipalcourt.htm or by contacting the Court at 382-6878 (38-COURT).
7. _____ I understand I will not be reimbursed or granted credit for any hours worked that exceeds the number of hours required to satisfy my work program or community service requirement(s) with the court.
8. _____ I must report or contact the assigned work site as scheduled within one week of obtaining my Timesheet or Specification Sheet. I further understand I must immediately report back to the Court's customer service window and obtain a new Timesheet or Specification sheet if my assigned worksite has reached full its workload capacity.
9. _____ I am required to present my picture ID each time I visit the Court's customer service window.
10. _____ I am required to present the issued Timesheet or Specification Sheet each time I report to the assigned work site.
11. _____ If I have a medical condition, a doctor's release is required before I will be allowed to work. The medical release must be on official letterhead from my doctor and must specify: name, date of birth, and that I have been cleared to participate in work program or community service with or without restriction(s) as applicable. The medical release must address the medical condition(s) I disclosed to staff.
12. _____ Improper conduct at the work site during work hours, including but not limited to: drug or alcohol use, fighting or threatening remarks, cursing, Timesheet or Specification Sheet forgery, stealing, refusal to work, seeking or asking money for hours performed, arguing, sleeping, bribery, and/or other acts of insubordination as determined by the Community Service/ Work Program Supervisor and/or Worksite Supervisor will be considered non-compliance. The Community Service Work/ Program Supervisor will address any situation(s) and/or issue(s) that may arise that is/are not covered under the Conditions set forth.

NAME: _____

PHONE: _____

ADDRESS: _____

City	State	Zip Code
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SIGNATURE: _____

DATE: _____

CASE NUMBER: _____